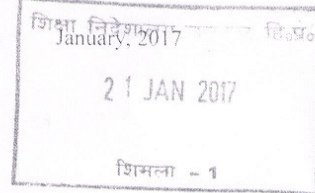


EDN-HE(14)1-2013-NIELIT  
Directorate of Higher Education  
Himachal Pradesh – Shimla-1

Dated : Shimla

the



To

All the Deputy Director of Higher Education  
Himachal Pradesh.

Subject:- **Reg. delay in providing attendance in r/o IT faculties deployed through NIELIT in schools of Himachal Pradesh.**

Memo;

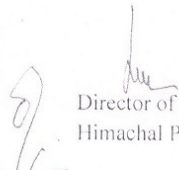
It has come to the notice that the Principals/Heads of the schools are not sending the attendance report of IT-Faculties deployed through NIELIT in r/o concerned school timely. As per the guidelines the attendance report of deployed IT faculties must be sent by 2<sup>nd</sup> of the every month through e-mail to NIELIT for timely disbursement/release of salary.

It has also come to the notice that Principals/Heads of the Schools are not depositing the IT-Fee before 10<sup>th</sup> of every month in the prescribed Bank (A/c No. 3923000100051592, in the name of Director of Higher Education, Himachal Pradesh with Punjab National Bank, Anaj Mandi, Shimla-171001, MICR Code: 171024003, IFSC Code: PUNB0392300). The non-collection of IT-Fee by scheduled date, department is unable to release the funds to NIELIT on account of rendered service, which affecting the timely release of salary to the IT-Teachers.

In this regard you are directed to ensure the following from the schools of the concerned district:

1. Submission of Attendance report in r/o of deployed IT-Faculties by 2<sup>nd</sup> of every month
2. Collection/Deposit of IT-Fee before 10<sup>th</sup> of every month
3. Ensure the entry of School Name & District (as GSSS.....) at the time of depositing the fee in the above mentioned bank account.
4. The remittance of IT- Fee be compiled at Dy.DHE offices and the same may be supplied to this office on monthly basis.
5. Hard copy of Challan may not be sent to this Directorate.

These instructions should be followed in letter and spirit, any deviation of instruction will warrant disciplinary action against the defaulters.

  
Director of Higher Education  
Himachal Pradesh

No. ~~EDN~~ Sml (S-1) IT-2016/2017.  
o/o Deputy Director Higher Education  
Shimla.

No: - Shimla-171001 dated 21<sup>st</sup> Jan, 2017

Copy forwarded to -

1. All principals of Distt Shimla .

  
Dy. Director Higher Education  
Shimla District Shimla-171001